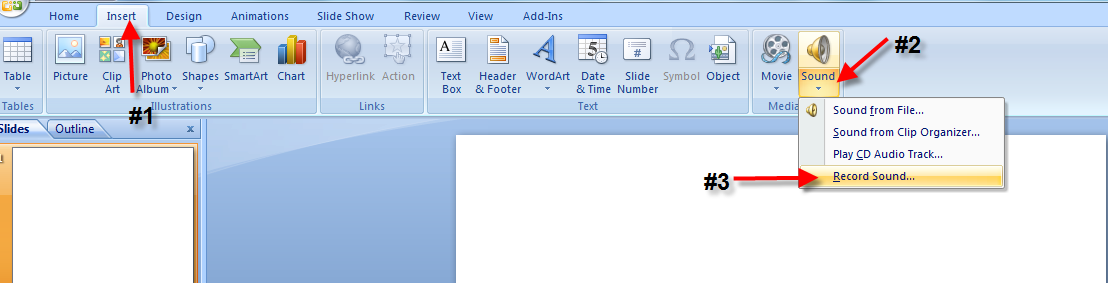
Inserting Sound on a PowerPoint Page

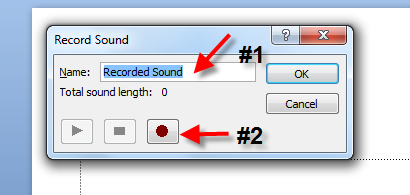
Open Powerpoint

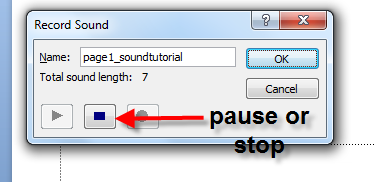
Click the Insert Tab. Click Sound icon. Click Record Sound.



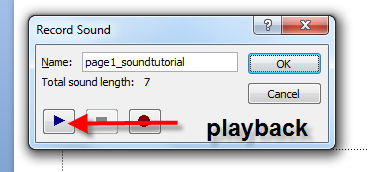
Highlight the Name and change it (recommended to name it the page name, i.e. page1\_soundtutorial).

When ready to record, click the red record button (recommended to read from a script).

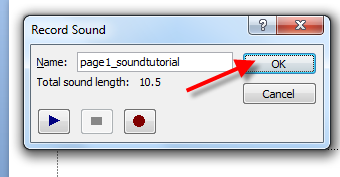


Click the Stop button to pause or end the recording.

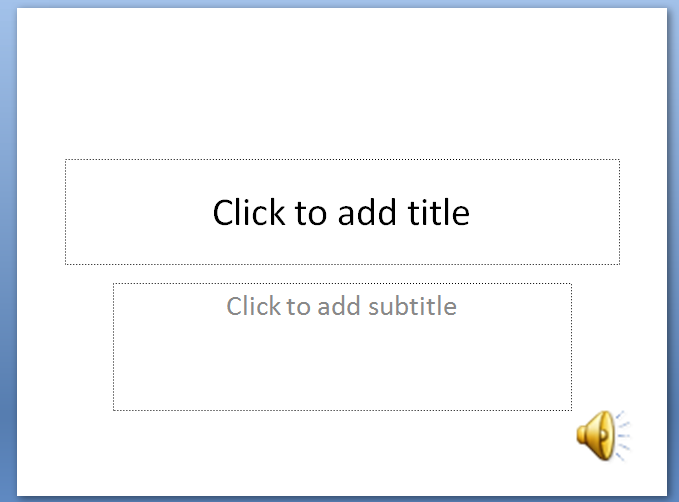
If pausing, click the Play button to listen. Click the Record button to continue recording.



To end the recording click the Stop button and then OK.



A sound icon appears on the Powerpoint page. Drag it to a location out of the way.



You can choose to play the sound in the Slideshow with a click (default) or automatically.